

**Road map for use of Contract No. 6163-0/15
Overhaul and Repair Services, Purchase of OEM Parts, and Rental of Pratt and Whitney
Engines and Components for Helicopters**

User Access Program (UAP) Applies to this Contract

At the time a quote is requested user departments should include the following language on their **Request for Quotations**: *County User Access Program (UAP) - User Access Fee* Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this quote and any resulting order is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement department. Vendor participation in the UAP is mandatory.

Group A: Overhaul, Repair Services and (OEM) Parts

Prices

1. Hourly labor rate for overhaul and repair services: **\$89.00 per hour**
2. Percentage discount from the manufacturer catalog: **22 percent**

Quotation Procedures for Overhaul and Repair Services

MDFR will notify the vendor by the use of e-mail and/or facsimile that engines and/or engine components are being sent in for overhaul and/or repair.

The vendor shall submit a written cost estimate by the use of e-mail and/or facsimile within 10 working days after receipt of the engines and/or engine components sent in for overhaul and/or repair.

Pricing shall be based on the hourly labor rate to overhaul and/or repair the engines and/or engine components and the percentage discount from the current manufacturer's list price for OEM parts that were quoted by the vendor on its initial offer to the County.

The written cost estimate shall be itemized by the number of work hours, the working days it will guarantee to complete the work and by the parts to be used to perform the services. Lump sum estimates shall not be accepted.

The actual charge shall not exceed ten percent (10%) of the vendor's initial written cost estimate without prior approval from MDFR.

The vendor shall not commence any service, until instructions have been received from MDFR, at which time both parties will mutually agree, in writing, of the beginning and ending dates of the service.

Quotation Procedures for OEM Parts

MDFR will contact the vendor by the use of e-mail and/or facsimile to obtain price quotes.

The vendor shall submit a written price quote within 3 working days after being contacted by

MDFR by the use of e-mail and/or facsimile itemizing the parts and the unit price of each part. Pricing shall be based on the percentage discount off the current manufacturer's list price for

OEM parts that were quoted by the vendor on its initial offer to the County.

The vendor shall not deliver the parts until written instructions have been received from MDFR, at

which time the vendor shall make deliveries within 10 working days or as mutually agreed by the vendor and MDFR.

Group B: Rental Services (Pre-qualification / Spot Market)

Quotation Procedures for OEM Parts

MDFR will invite the pre-qualified vendors to offer a fixed price for the rental of a unit.

The vendor shall submit a written price quote within 3 working days after being contacted by MDFR by the use of e-mail and/or facsimile.

The vendor offering the lowest hourly rental rate shall be awarded.

Completion of services and delivery requirements

Overhaul and Repair Services

The completion date shall not exceed the number of working days stated in the written cost estimate in which it will guarantee to complete the service.

Parts

The vendor shall deliver parts within 10 working days and /or by the deadline agreed by MDFR and the vendor.

Shipping terms

MDFR will assume the cost of shipping. The vendor shall charge the shipping fee to a FedEx Account Number. When an item is being shipped for repair and / or overhaul services the County shall hold title to the goods until the item(s) are delivered at the vendor(s) facility. The County shall have signed verification of receipt with the FEDEX delivery ticket. From the date and time of delivery, titles of said goods are transferred to the vendor. The vendor shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative.

Delays / Back Orders

Delays

The vendor shall notify MDFR if the ordered parts cannot be delivered in accordance with the scheduled delivery date.

Back Orders

The vendor shall not invoice the County for back ordered parts until such back orders are delivered and accepted by MDFR.

Warranty requirements

Overhaul and Repair Services

In addition to the manufacturer warranty the vendor shall warrant its workmanship for no less than 500 flight hours for overhaul and for no less than 250 flight hours for repairs after acceptance of the work by an authorized County representative. Parts used during the overhaul and repairs shall be warranted on a prorated basis for no less than 4,000 flight hours with the exception of those parts identified as consumable materials as listed in Section 3.0, paragraph 3.5.

Parts

Parts shall be warranted on a prorated basis for no less than 4,000 flight hours after the parts have been received, accepted and installed by MDFR.

Correcting Defects Covered Under Warranty

The vendor shall correct any deficiency and supply the required parts, at the prorated rate, if applicable, to the County within 15 working days after notification of the deficiency and/or defect by MDR.

Prior to Award

Prior to making an award under this pool, departments are reminded to:

- Obtain a signed Collusion Affidavit from the vendor to be recommended for award.
- Check that the recommended vendor is responsible, including checking the Pre-Award Vendor Website at <http://intra.miamidade.gov/procurement/vendor-compliance.asp>. Department may want to include a check of the vendor's performance history in BTS. (Go to Vendors Home Page, click on Registered Vendors, locate the vendor, in that vendor's profile, click on the Non.Perf.Hist. button.)
- In your notice to participants of the quote results, copy the Clerk of the Board (clerkbcc@miamidade.gov) and include language advising the vendor that the Cone of Silence is lifted.

(sample language - In accordance with the referenced solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the ____ department, recommends award of this quote to: _____. Our provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.)

- Allow a three business day protest period, beginning the day after the award recommendation is posted with the Clerk